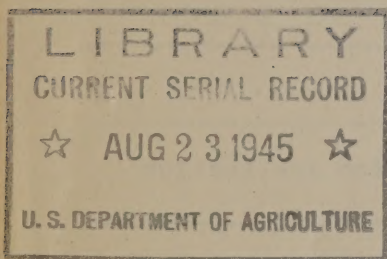


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# *How to Improve* **JOB INSTRUCTION**

A Plan that will  
help you prepare  
for giving better  
instruction on a  
job, and will improve the way  
in which the instruction is given.



*This pamphlet has been prepared for use in*  
**JOB INSTRUCTION TRAINING**

UNITED STATES DEPARTMENT OF AGRICULTURE  
EXTENSION SERVICE WAR FOOD ADMINISTRATION  
MAY 1945 EXTENSION FARM LABOR CIRCULAR NO. 28

# PREPARE YOURSELF TO TRAIN THE WORKER

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## HAVE A PLAN TO FOLLOW

- Decide on the job to be done and who should do it; how much skill you expect of the worker; and how soon.
- Consider how to explain the WHY of the job, and how to interest the worker in it.

## HAVE A JOB BREAK-DOWN

- Think through the job to be taught the worker.
- List the important steps (what you do).
- Select the key points (how you do them).

## HAVE EQUIPMENT AND MATERIALS READY

- Put equipment in good working condition.
- Be sure there are enough materials and supplies.

## HAVE WORKPLACE PROPERLY ARRANGED

- Locate things conveniently for use, just as you expect the worker to use them.

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## WRITE DOWN

the things you must not forget when you PREPARE THE WORKER for instruction

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The purpose and  
importance of the job


The background and  
experience of the worker


The materials and  
arrangements needed for  
the job


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A WELL-PREPARED JOB BREAK-DOWN IS



THINK THROUGH THE JOB - STEP BY STEP

### Example of the Job Break-down for Tying the Underwriter's Knot

Important Steps	Key Points
<ul style="list-style-type: none"> <li>- any part of the job when something happens to advance the work</li> </ul>	<ul style="list-style-type: none"> <li>- anything that might make or break the job, injure the worker, or make work easier</li> </ul>
<ul style="list-style-type: none"> <li>Untwist and straighten</li> <li>Make right-hand loop</li> <li>Make left-hand loop</li> <li>Put end through loop</li> <li>Pull taut</li> </ul>	<ul style="list-style-type: none"> <li>Six inches in front of main strand toward - under - behind from back to front ends even - knot snug</li> </ul>

THE JOB BREAK-DOWN FOR: \_\_\_\_\_

the things you must not forget when you PRESENT THE JOB to a worker -

[illegible]

**THESE FOUR STEPS  
OF GOOD INSTRUCTION  
WILL HELP YOU:**

- SAVE TIME
- AVOID WASTE
- REDUCE BREAKAGE
- MAKE WORK SAFER
- IMPROVE QUALITY

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**STEP 1. PREPARE THE WORKER**

Put him at ease - get his complete attention.  
Explain what the job is - why it needs to be done.  
Find out what he already knows about the job.  
Get him interested in wanting to do it right.  
Have him stand beside you facing the job.

**STEP 2. PRESENT THE JOB**

Go over the job one step at a time.  
Tell, show, and explain each step.  
Stress the key points - those things that will  
improve quality, prevent accidents, make work easier.  
Don't try to cover too much at one time.

**STEP 3. TRY OUT PERFORMANCE**

Have him do the job for you.  
Have him show you and tell you why each step is done.  
Have him explain the key points.  
Ask him questions and correct any errors.  
Continue until you know that he knows.

**STEP 4. FOLLOW UP**

Put him on his own.  
Tell him to whom he should go for help.  
Encourage him to ask questions about his work.  
Keep in touch with what he is doing.  
Be ready to help.